

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
EMERGENCY OUTREACH BUREAU – SA 4 ADMINISTRATION**



Mental Health Services Coordinator I

The Service Area 4 (SA 4) Administration is seeking interested candidates to Outreach to and Engage residents and agencies in SA 4 on issues of mental health. We are looking for a qualified and motivated individual with strong advocacy and interpersonal skills who will inform community groups and agencies, families, and consumers, on mental health services available in SA 4 and the agencies providing services.

ESSENTIAL JOB DUTIES:

- Outreach to residents of a wide diversity of cultural backgrounds with emphasis on the underserved and unserved populations, often in conjunction with other public and county agencies.
- Disseminate DMH - MHSA program information at health fairs, resource fairs, community meetings, local schools and colleges, other organizations and at SA 4 events.
- Collaborate with various SA 4 community leaders disseminating information on mental health and in coordinating outreach to the unserved populations.
- Outreach to the Faith Community through meetings, workshops, presentations, visits to faith-based organizations and by engaging faith leaders to build partnerships.
- Prepare power point presentations on hope, wellness and recovery that target mental health consumer groups and Underrepresented Ethnic Populations.
- Plan, coordinate, promote mental health services via various media modalities to increase mental health awareness and link to the services.
- Provide advocacy and consultation to individual, families, faith leaders, public, and community organizations related to mental health issues and link people to mental health services.
- Attend and participate in the DMH Faith-Based Advocacy Council, SA 4 Service Area Advisory Committee (SAAC), and Cultural Competency Committee meetings.
- Prepare outreach materials and translate (or have translated) outreach materials into other languages.
- Evaluate the effectiveness of presentations and meetings to increase their effectiveness.
- Update and maintain outreach and engagement tracking forms, contact lists and tracking databases.
- Keep individual and monthly reports of outreach activities and attendance, and document Community Outreach Service (COS) billing in IBHIS.

DESIRABLE QUALIFICATIONS:

- Strong knowledge of mental health system and resources.
- Familiarity with accessing, leveraging and coordinating community resources.
- Strong multi-tasking and organizational skills.
- Strong verbal and written communication skills.
- Strong computer skills including ability to utilize Microsoft Word/Excel and online tracking systems.
- Ability and desire to work in positive and effective team environment.
- Ability to read, write and speak Korean.

Interested applicants holding the payroll title of MHSC I should submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards by **November 30, 2015** to:

Jacqueline Georgina, Staff Assistant

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